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23 AUG 1974

MEMORANDUM FOR: Deputy Director for Administration
SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 23 August 1974:

a. Issuance of Allotment Advices. We have initiated the procedure for issuance of allotment advices pertaining to funds received from other

[redacted]
being informed of the delegation of authority by the Comptroller for these actions as allotment advices are issued to them.

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b. Training. [redacted] briefed the Directorate and component senior finance officers on the series of financial management courses which are being developed for an initial pilot running beginning in September. The purpose of the briefing was to create a general awareness and understanding of the scope and purpose of the courses for guidance in identifying and counseling potential candidates for such courses.

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c. Payroll Testing. Messrs. [redacted] and [redacted] the OJCS Application Division Project Leader, to develop improved testing and acceptance arrangements for any program changes made to the payroll production system.

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d. Retroactive Pay Increase

(1) The supplemental computer processing for the October 1972--January 1973 retroactive pay was successfully completed and balanced for inclusion in the 30 August paycheck for Agency employees.

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of Office of Joint Computer Support to discuss procedures for obtaining current mailing addresses for separated Agency employees eligible for retroactive payments. Checks will be mailed to separated employees promptly upon verification of their current address. The bulk of these pay cases will be completed within the next two months.

(3) Compensation and Tax Division has requested approximately 30 employees whose Agency salary was frozen at the \$36,000 annual statutory maximum during the October



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for that period to furnish Compensation and Tax Division a copy of the earnings statement for the payment. This is needed to determine the amount of the refund and as a basis for informing the employees of any special tax considerations.

e. Visit of Treasury Official. Mr. Henry H. Eades, Director, Washington Disbursing Center, U. S. Treasury, visited the Monetary Division and the Director of Finance to introduce Mr. Luther F. Dietz, newly assigned as Assistant Director. Mr. Eades and Mr. Dietz inspected the Treasury Branch operations which are under their technical guidance. Mr. Yale then hosted a luncheon for these officials in the Executive Dining Room.

f. Purchase of Treasury Securities. On 19 August 1974 the following Treasury Securities were purchased for the CIA Retirement Fund:



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The above notes were purchased from interest collections on 15 August 1974, some portion of which will be required during FY 1976 for the payment of annuities; hence the investment in short term notes



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2. Significant activities for the next week include the following:

a. Career Trainees. Mr. Yale on Wednesday will address the DDA Survey for Career Trainees on Agency financial operations.

b. OJCS Meeting. We will meet with OJCS representatives for the regular monthly interchange of views on current status of principal projects.

c. Firefighter Retirement Revisions. [redacted] will meet with [redacted] to discuss arrangements for handling special retirement provisions provided by Public Law 93-350.

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(signed) Thomas B. Yale

Thomas B. Yale
Director of Finance

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